



Guidelines

Purpose:

"*You Make the Difference*" is a Fraserside employee recognition program where employees are recognized for any special efforts, actions or achievements that make a positive difference to a person we serve, a co-worker or Fraserside as a whole.

Eligibility:

Any Fraserside employee (full-time, part-time, casual, union and non-union) is eligible to receive "*You Make the Difference*" recognition.

Employees may be nominated by any member of the Fraserside community (management, employees, persons served, board members, parents or family members, volunteers or members of the public).

There is a limit of one nominee per form but no limit to the number of forms a nominator may submit.

Nomination Process:

Complete the Nomination Form found on the following page of this document.

Completed nomination forms are to be given to Human Resources Assistant via:

- Mail to 330 – 550 Sixth Street, New Westminster, BC V3L 3B7; or
- Fax to 604-522-1116; or
- Email to shahzeema@fraserside.bc.ca; or
- Nomination envelope at a Fraserside program site which will be collected by a supervisor.

Recognition Process:

The Human Resources Assistant will prepare a "*You Make the Difference*" certificate and forward it for signature to the Chief Executive Officer. The certificate will be passed to the supervisor of the recognized employee for presentation along with a small gift. Names of employees who have received certificates throughout the year will be announced: at the Fraserside Annual General Meeting (AGM) in September; via email to all employees; and under the "Employee Recognition" section of the Fraserside Employee Website.

Questions?

Contact Human Resources Assistant, shahzeema@fraserside.bc.ca or at 604-522-3722 Ext. 115.



Nomination Form

I <i>(your name)</i>
nominate <i>(employee name)</i>
from <i>(program name)</i>
on this day <i>(date of nomination)</i>
To be recognized by their colleagues and community for the following effort, action or achievement: <i>(Please describe in 50 words or less.)</i>